

## Commercial Property

### Temporary Sign Application Form

Tax Map ID# \_\_\_\_\_  
Sign Location (Business Name): \_\_\_\_\_  
Property/Center Name: \_\_\_\_\_  
Business Address: \_\_\_\_\_ Suite # \_\_\_\_\_  
The Woodlands, TX \_\_\_\_\_ (zip code)  
Local Business Manager: \_\_\_\_\_  
Office Phone: \_\_\_\_\_ Alternate: \_\_\_\_\_  
Email: \_\_\_\_\_  
Estimated Start Date: \_\_\_\_\_  
Contractor: \_\_\_\_\_  
Contractor's Phone: \_\_\_\_\_  
Contractor's Email: \_\_\_\_\_

#### INSTRUCTIONS

1. Please complete separate applications for each different sign and date proposed. Signs are typically limited to 1 per site at a time.
2. Applications must be signed by the real property owner or person authorized by the owner as agent for the owner. Written proof of this authorization may be required.
3. All questions on the application must be answered or noted as "not applicable" (N/A).
4. A scaled copy of the property survey noting the location of the proposed sign(s), also drawn to scale, must be submitted with the application. The overall survey size must be no larger than 11" x 17". A separate enlarged area detail of the survey may be needed to ensure readability.
5. Drawings, photographs, color samples, brochures, and specs must be provided as needed.
6. Applications and all required information must be received by noon on the Thursday preceding the appropriate committee meeting.
7. Please visit our web site for the most recent Commercial Planning Design Standards at <http://www.thewoodlandstownship-tx.gov>. Submission **does not** guarantee posting on the upcoming agenda.

Office Use	PROJECT INFORMATION
	<p><b>Sign Type:</b> (please circle) Event – For Lease – For Sale – Future Land Use – Grand Opening – Light Pole Banner – Now Hiring – Political Campaign – Project Identification – Event - Other (describe): _____</p> <p><b>Event Date</b> (if applicable): _____ <b># of Signs Requested:</b> _____</p> <p><b>Sign Display Requested:</b> From _____ To _____</p> <p><b>NOTE:</b> Please refer to the Commercial Planning and Design Standards for applicable design, location and how long signs can be displayed.</p> <p><b>Sign Style</b> is: (please circle) Banner – Freestanding – Light Pole Banner – Other _____</p> <p><b>Sign Location</b> is: (please circle) On Building – Light Pole – Near Monument Sign – On Monument Sign _____</p> <p>Other: _____</p> <p><b>Is this sign to advertise an event?</b> (please circle) Yes - No</p> <p>If Yes (above) # of Events Held Year-to-Date (Maximum=4): _____</p> <p>Has an application been submitted for this event? Yes - No - N/A</p> <p>Event Sponsor: _____</p> <p>Beneficiary: _____</p> <p>Non-Profit Number: _____</p> <p>Activities Planned (outside of building): _____</p>

**NOTE:** Only The Woodlands Township staff is authorized to install and remove light pole banners; a per banner fee will apply. Please call the Park & Recreation Center (281-210-3900) to arrange and pay fees. A proposed locations map plus colored rendering noting all colors, materials, sizes and specs must be attached. Temporary signs, with the exception of authorized light pole banners must be installed within the applicant's property lines.

## OWNER CERTIFICATION AND HOLD HARMLESS AGREEMENT

1. The information set out above and included with this Application is accurate and complete.
2. The improvements will be completed in accordance with the approved application.
3. The improvements will not affect existing surface water flows at the lot boundaries.
4. Agents or employees of The Woodlands Township have my permission to enter the property during normal business hours to inspect construction of the improvements.
5. Construction is not to begin until approval has been received from the Plan Review Committee.

Owner understands that The Woodlands Township does not review plans for compliance with applicable laws or codes, and that it is the duty of the owner and the owner's contractors or consultants to design and construct the proposed improvements according to applicable laws, codes and sound practices. Owner hereby releases and agrees to hold The Woodlands Township, the Plan Review Committee, and their agents and employees harmless from any cost or liability arising out of the review or approval of plans for the proposed improvements.

I certify that I am the owner or authorized to sign this form with the authority of, and as agent for, the owner:

\_\_\_\_\_/\_\_\_\_\_  
Applicant Signature Date

\_\_\_\_\_  
Print Name Print Affiliation/Title

(For Office Use Only)

### **Staff Action**

### **Committee Action**

Date \_\_\_\_\_ Int. \_\_\_\_\_ Int. \_\_\_\_\_ Date \_\_\_\_\_

- ☐ Approved ☐ Deferred  
☐ Disapprove ☐ No Action / Returned  
☐ Approved with the following conditions:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- ☐ Approved ☐ Deferred  
☐ Disapprove ☐ No Action / Returned  
☐ Approved with the following conditions:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **Supplemental Committee Action**

Date \_\_\_\_\_

- ☐ Approved ☐ Deferred  
☐ Disapprove ☐ No Action / Returned  
☐ Approved with the following conditions:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

